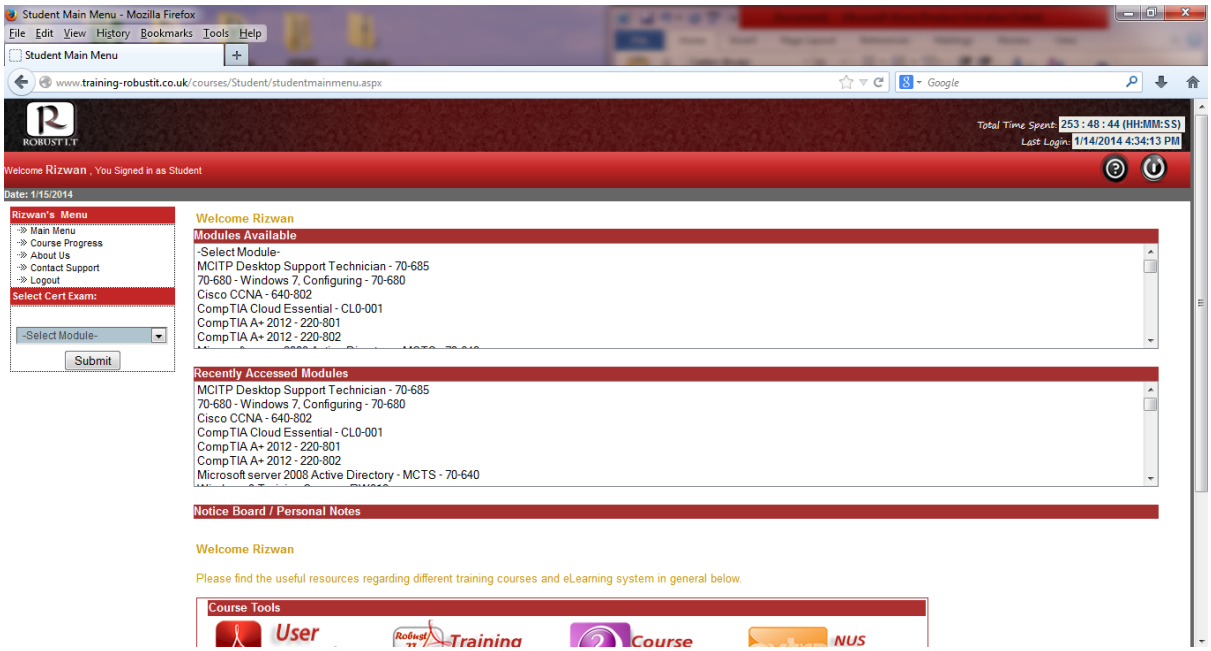
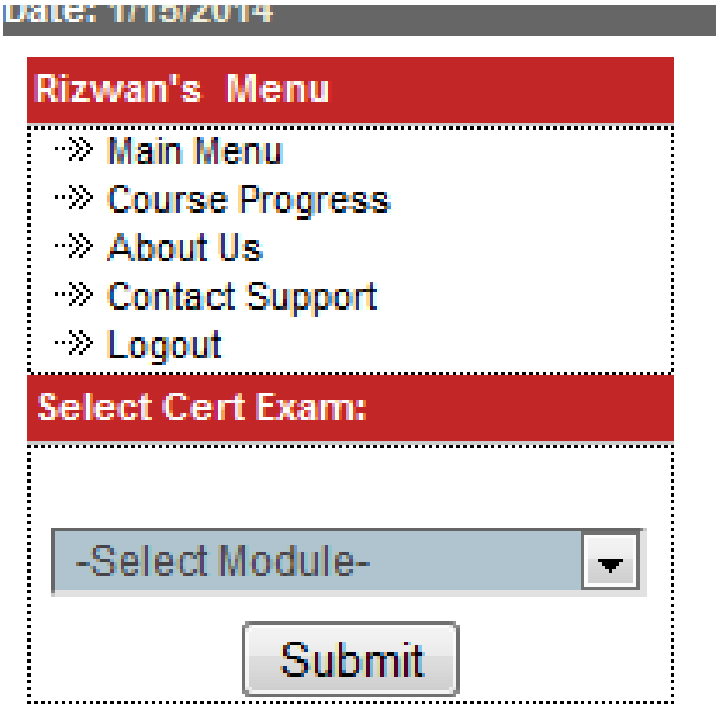
Welcome to your online training course. Undertaking a training course with Robust IT will ensure that you have access to a flexible learning format that will help you achieve your learning goals. This is your user manual, which you can use for a reference on how to get started, if you have any questions check out our FAQ page, or contact us at support@robustittraining.com.

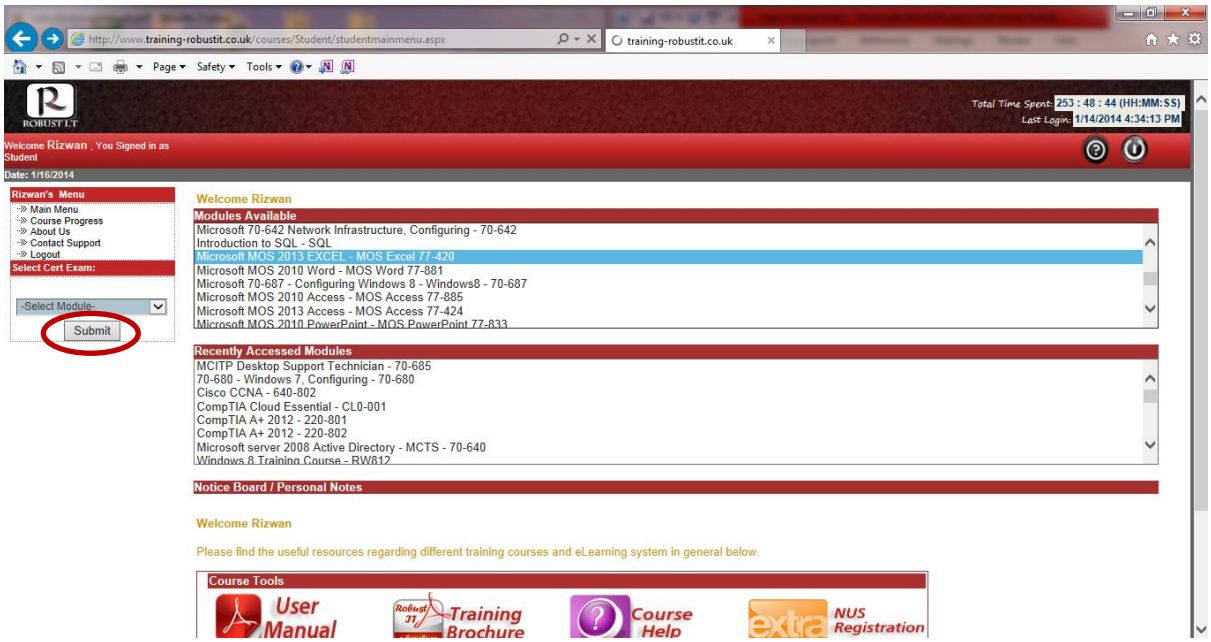
This screen shows a main menu; from here you can access the modules available to you:


Student Main Menu - Mozilla Firefox
Student Main Menu
Total Time Spent: 253 : 48 : 44 (HH:MM:SS)
Last Login: 1/14/2014 4:34:13 PM
Welcome Rizwan , You Signed in as Student
Date: 1/15/2014
Rizwan's Menu
Main Menu
Course Progress
About Us
Contact Support
Logout
Select Cert Exam:
-Select Module-
Submit
Welcome Rizwan
Modules Available
-Select Module-
MCITP Desktop Support Technician - 70-685
70-680 - Windows 7, Configuring - 70-680
Cisco CCNA - 640-802
CompTIA Cloud Essential - CL0-001
CompTIA A+ 2012 - 220-801
CompTIA A+ 2012 - 220-802
Recently Accessed Modules
MCITP Desktop Support Technician - 70-685
70-680 - Windows 7, Configuring - 70-680
Cisco CCNA - 640-802
CompTIA Cloud Essential - CL0-001
CompTIA A+ 2012 - 220-801
CompTIA A+ 2012 - 220-802
Microsoft server 2008 Active Directory - MCTS - 70-640
Notice Board / Personal Notes
Welcome Rizwan
Please find the useful resources regarding different training courses and eLearning system in general below.
Course Tools
User
Training
Course
NUS

The icons below represent the navigation bar, here you can get around your account and can quickly jump back to the main menu from wherever you are on your account.



To open a module and begin learning select an item from your list of available modules. Please note that in some versions of Internet Explorer you have to click the ‘submit’ button circled below after a module has been selected and comes up blue, as shown below. (Note that most browsers, such as Chrome of Firefox, will load the module as soon as it is selected.)


Total Time Spent: 253 : 48 : 44 (HH:MM:SS)
Last Login: 1/14/2014 4:34:13 PM
Welcome Rizwan , You Signed in as Student
Date: 1/16/2014
Rizwan's Menu
Main Menu
Course Progress
About Us
Contact Support
Logout
Select Cert Exam:
-Select Module-
Submit
Welcome Rizwan
Modules Available
Microsoft 70-642 Network Infrastructure, Configuring - 70-642
Introduction to SQL - SQL
Microsoft MOS 2013 EXCEL - MOS Excel 77-420
Microsoft MOS 2010 Word - MOS Word 77-881
Microsoft 70-687 - Configuring Windows 8 - Windows8 - 70-687
Microsoft MOS 2010 Access - MOS Access 77-885
Microsoft MOS 2013 Access - MOS Access 77-424
Recently Accessed Modules
MCITP Desktop Support Technician - 70-685
70-680 - Windows 7, Configuring - 70-680
Cisco CCNA - 640-802
CompTIA Cloud Essential - CL0-001
CompTIA A+ 2012 - 220-801
CompTIA A+ 2012 - 220-802
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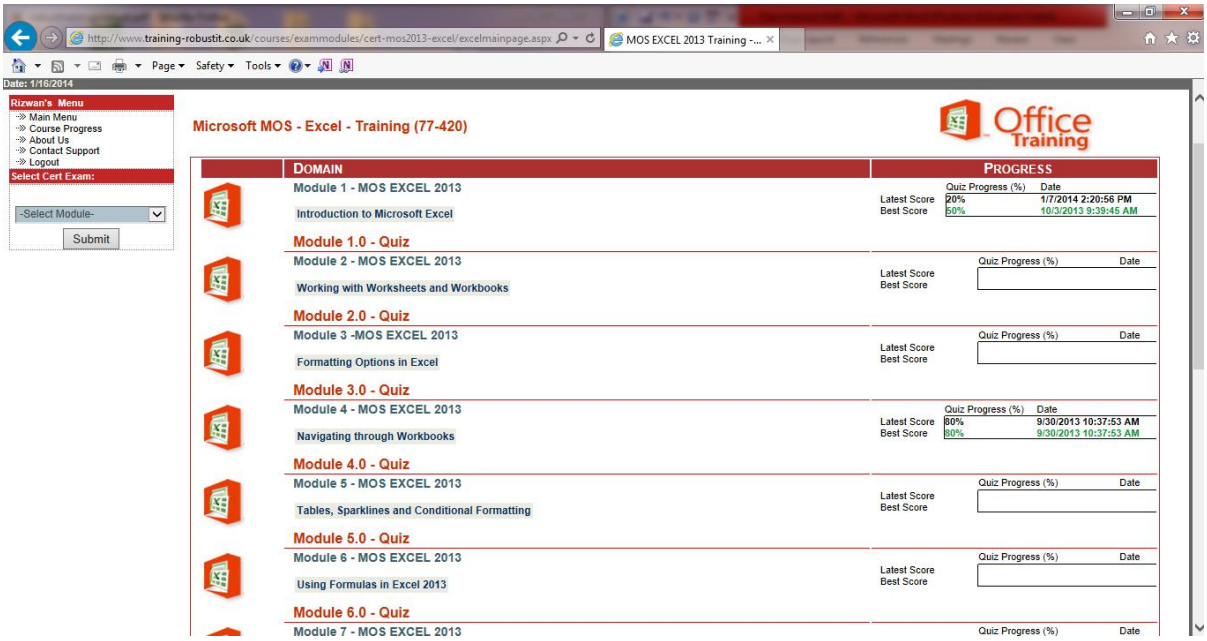
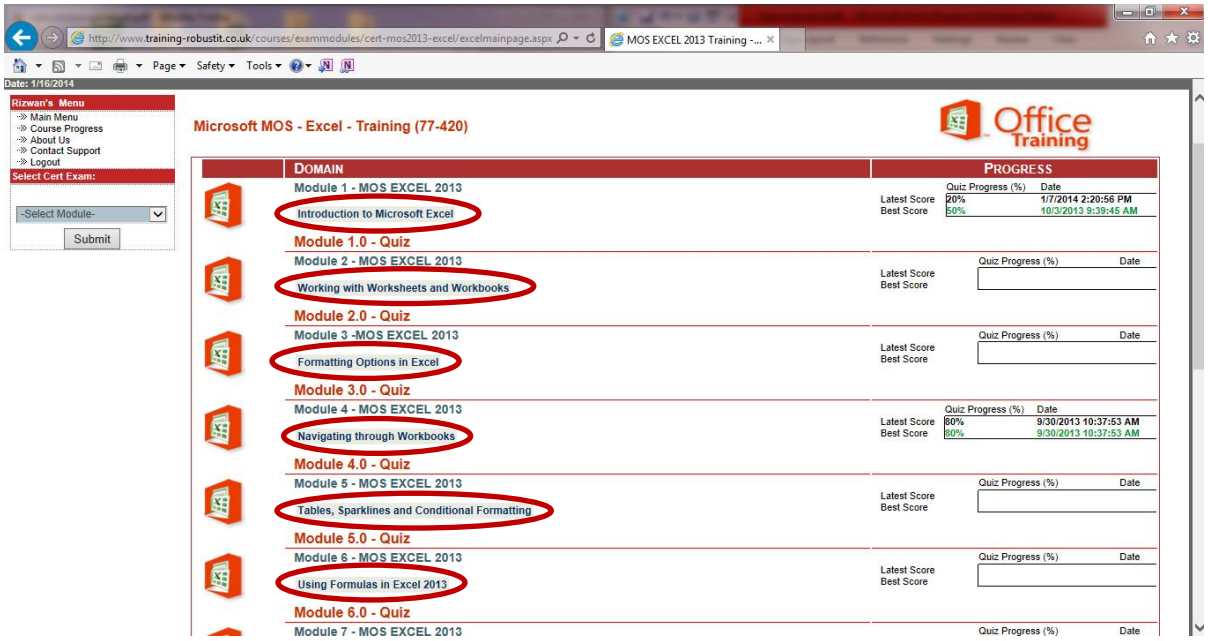
Training Brochure
Course Help
NUS Registration

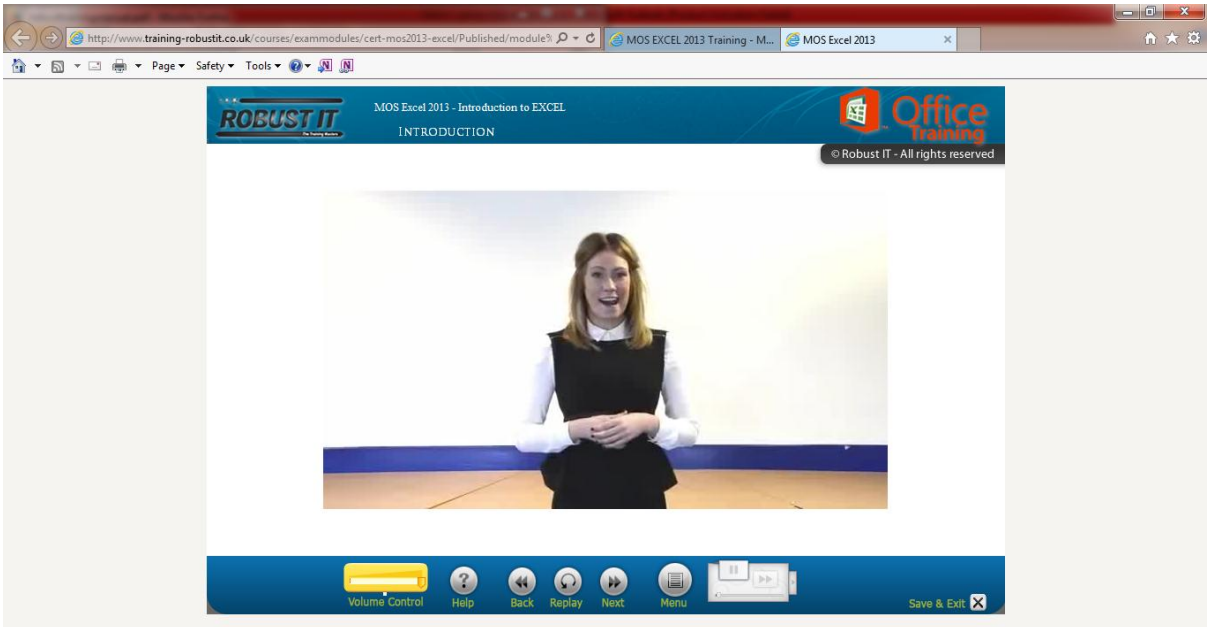
Once you have selected a module you will be taken to a new page, this page has a list of subjects about the topic that you have chosen to study.


Microsoft MOS - Excel - Training (77-420)
Office Training
DOMAIN
PROGRESS
Module 1 - MOS EXCEL 2013
Introduction to Microsoft Excel
Module 1.0 - Quiz
Module 2 - MOS EXCEL 2013
Working with Worksheets and Workbooks
Module 2.0 - Quiz
Module 3 -MOS EXCEL 2013
Formatting Options in Excel
Module 3.0 - Quiz
Module 4 - MOS EXCEL 2013
Navigating through Workbooks
Module 4.0 - Quiz
Module 5 - MOS EXCEL 2013
Tables, Sparklines and Conditional Formatting
Module 5.0 - Quiz
Module 6 - MOS EXCEL 2013
Using Formulas in Excel 2013
Module 6.0 - Quiz
Module 7 - MOS EXCEL 2013

To open up each particular lesson click on the smaller text that appears underneath the module number and name, as circled below.

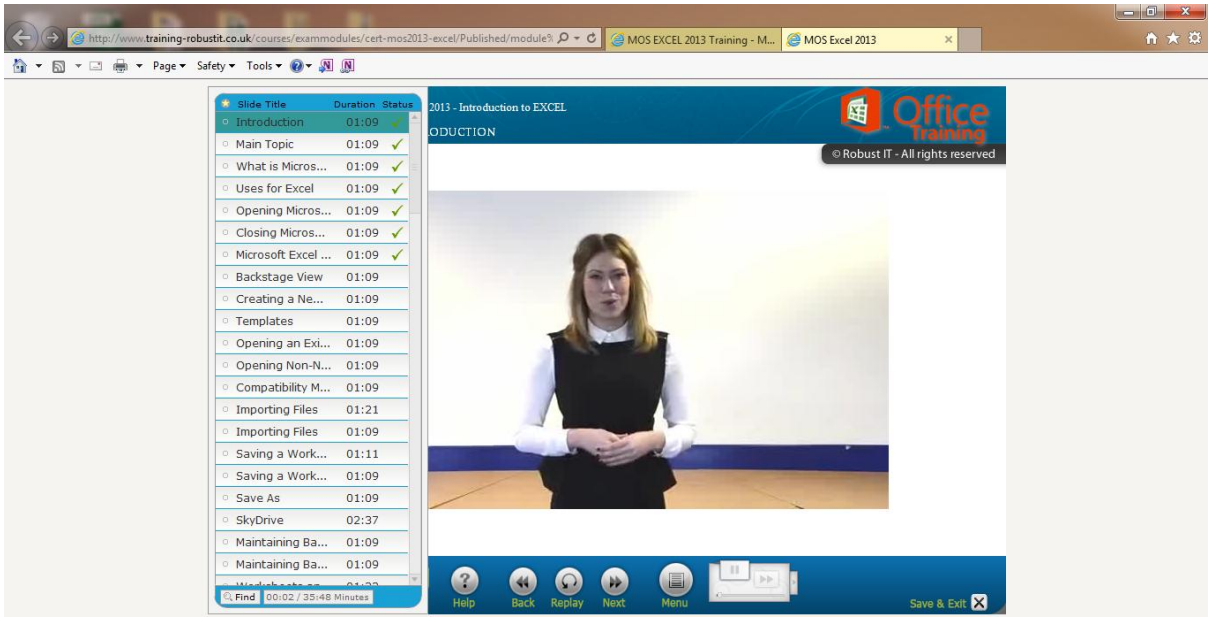


A new tab will open after you have selected a particular lesson, in this tab the lesson will load and you will see a screen similar to the one below.

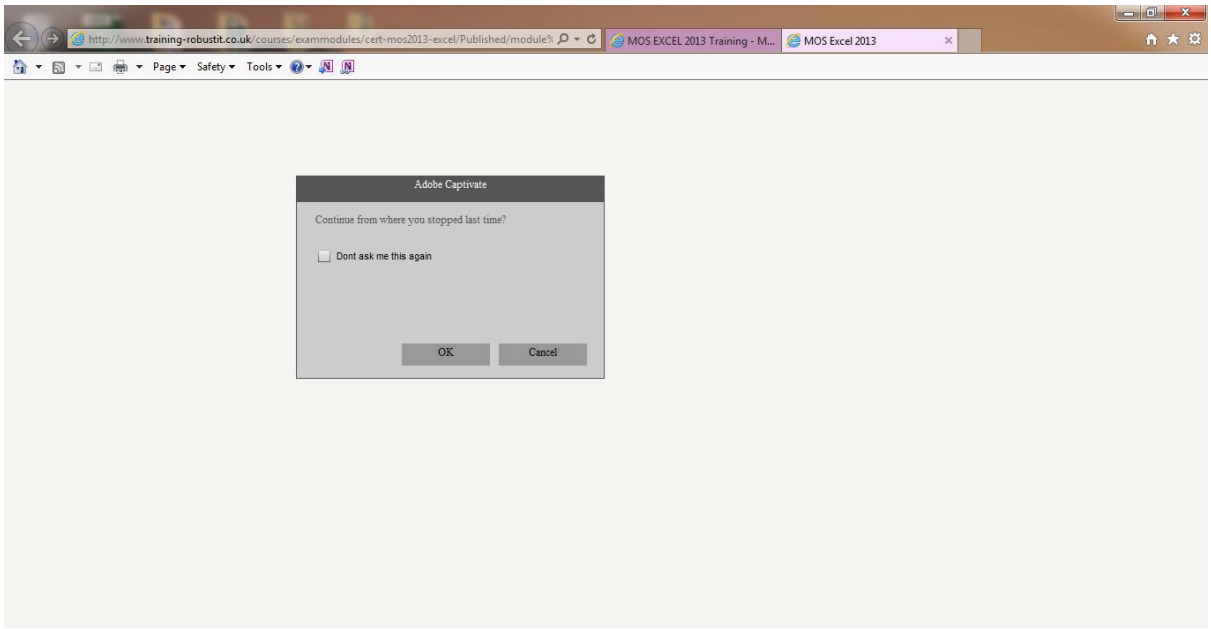


At the bottom of this screen are the navigation buttons that will allow you to progress through the courseware. From here you can go forwards and backwards through the information, by clicking ‘next’ or ‘back’. You can also turn the volume up or down using the small yellow box or pause voices using the pause button in the white box (note sometimes this needs to be double or triple clicked).

You can also view a table of contents of topics covered within the lesson by clicking the ‘menu’ button. This button acts as a toggle, meaning that you both show and hide the contents bar by clicking the ‘menu’ button. The contents bar is shown below (as you can see progress is marked in this bar, as the areas you have clicked on throughout the topic are marked with a green tick).



The final button you will notice in the navigation pane at the bottom of the screen is the ‘save & exit’ option. When you have finished your learning for the day you can use this option to save your progress through a topic for the next time you log-in. If you do choose to utilise this feature the following screen will greet you the next time you log-in and access your last topic.



If you select ‘OK’ here you will go to the slide that you chose to ‘save & exit’, if you select ‘Cancel’ you will be taken back to the start of the topic.